

**For:** State and County Offices, CMA's and LSA's

**Final 2002 Crop Year CMA Process Submission and Special Upload**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Each year the CMA Eligibility and Payment Limitation (PLM) Process:

- provides CMA's and LSA's with weekly eligibility and PLM data for producers participating in market assistance loan and LDP activity
- provides crop year runs from June 1 through May 31
- must undergo maintenance before starting a new crop year.

The 2003 crop year is tentatively scheduled to begin in July 2003. However, to meet the projected deadline, the CMA Process must:

- complete 2002 crop year activity processing with a final submission of data
- undergo programming changes to reflect the 2003 crop year.

**B Purpose**

This notice informs CMA's and LSA's:

- when the 2002 crop year CMA Process will shut down for annual maintenance
- of the deadline for the final 2002 crop year input file submission
- of the deadline for a mandatory 2003 special upload according to paragraph 3.

**Disposal Date**

May 1, 2004

**Distribution**

State Offices; State Offices relay to County  
Offices, CMA's and LSA's

## Notice CMA-76

### 1 Overview (Continued)

#### C Contact

CMA's, LSA's, and State Offices shall direct questions about this notice to Chris Kyer by:

- telephone at 202-720-1935
- e-mail to **chris\_kyer@wdc.fsa.usda.gov**.

### 2 Final 2002 Crop Year Input File Submission and Output File

#### A Deadline and Final Output File

The deadline for final 2002 crop year input file submission is 10:00 a.m. c.t. **Tuesday, May 20, 2003.**

The final 2002 crop year output files will be available for downloading after 2:00 p.m. c.t. Friday, May 23 and May 30, 2003.

**Note:** The download on May 30, 2003, is to provide as many eligibility records as possible to CMA's and LSA's. The CMA Process runs every Wednesday, but other subsidiary file processes accessed by the process are **not** available until later in the week.

#### B Records Required for Submission

For 2002 crop year eligibility and PLM data to be completed by the date established in subparagraph A:

- CMA's shall ensure that data for all loan and LDP pool participants have been submitted
- LSA's shall ensure that data for all producers who have requested loans and LDP's have been submitted
- CMA's and LSA's shall submit files according to 1-CMA, Part 7.

#### C Requests After the Deadline

CMA's and LSA's needing 2002 crop year eligibility and PLM data after the May 20, 2003, deadline, shall:

- request manual eligibility determinations according to 1-CMA, paragraph 49
- contact the producer's control County Office to request adequate PLM on CCC-732
- submit the producer as a 2003 submission when the 2003 CMA Process is active.

### 3 Special Upload of CMA and LSA Records

#### A Mandatory CMA and LSA Actions

In addition to the final CMA Process file submission on May 20, 2003, a special upload:

- is mandatory and necessary to “clean up” name and address records and to release unused PLM’s
- will provide a “preview” of 2003 PLM’s
- will **not** result in accurate compliance data because it is too early in the crop year for all acreage report data to be available from County Offices
- will save CMA’s and LSA’s time in re-establishing producer eligibility and PLM’s
- will result in a download to be available between June 10 and June 13, 2003, after which the CMA Process will be shut down for annual maintenance.

#### B Action

##### CMA’s and LSA’s Shall:

- complete the special upload between **May 21, 2003, and May 30, 2003**, according to 1-CMA, Part 7
- code the special upload records as 2003 crop year.

**Note:** Failing to perform the special upload will have to start the 2003 crop year with “non-participating” producers who will have initial PLM’s set to zero.

### 4 New Schedule for Processing and Releasing Data

#### A CMA and LSA File Submission Schedule

1-CMA, paragraph 162 indicates that CMA’s and LSA’s must submit the input file by 10 a.m. c.t. Tuesdays. The resulting download is available the following Friday.

#### B 2003 Crop Year Schedule

For the 2003 crop year, the submission deadline will change to **10 a.m. c.t. Thursday**. This means that the resulting download will:

- be available the following Tuesday
- will contain more accurate data because the CMA process will be interacting with other subsidiary file processes in a more timely manner.